

Save File as : Muncde_AC_ccyy_Mnn.XLS (e.g.: GT411_AC_2003_M07)

Change Year End (ccyy) to Financial Year End (e.g.: 2003 for year 2002/2003)

Change Month End (Mnn) to Active Month (M01=July...M12=June)(e.g.: M07)

Change Municode to your own municipal code (e.g.: G1411)

If (and only if) Creditors per function not available, list top 10 creditors by name

[illegible]